



## Quarantine and Isolation Medical Shelter Standard Operation Procedure

SOP No: MS-115  
Date: 05/06/2020

# Standard Operating Procedure Twice Daily Survey – Backend Edits

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**Subject: Twice Daily Survey – Backend Edits**

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## 1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management or other appropriate personnel on performing backend edits and corrections for Twice Daily Survey data submitted by medical sheltering sites. As stated in the Twice Daily Survey SOP, the County is requesting daily counts of unit availability throughout all active medical sheltering sites. Understanding that data submissions may be incorrect for various reasons, this SOP should be followed to correct Twice Daily Survey data, as needed.

## 2. Contacts

**Rob Barreras**  
County Office of Emergency Management  
Cell: (213) 503-2938  
Email: [RBarreras@ceooem.lacounty.gov](mailto:RBarreras@ceooem.lacounty.gov)

## 3. Procedures

- Medical Shelter Site Management or other appropriate personnel determines that erroneous data was submitted on the Twice Daily Survey.
- Appropriate personnel should visit the following URL to access the backend database of the survey and perform required corrections:  
<https://survey123.arcgis.com/share/adf8c07b2bb2484abeaadd3257e5bd50/result/data>
- Login to ArcGIS/Survey123 using the following credentials:

- Login: covid19\_sheltering
- Password: Shelter2020!
- On the following webpage, click the Record that needs to be edited/corrected. The row selected will subsequently be highlighted blue.

COVID-19 - Medical Sheltering - Daily Report (v2)

Submitted by: covid19\_sheltering  
Submitted time: Apr 7, 2020, 7:19:22 AM

Current Date and Time Stamp  
Apr 7, 2020, 7:17:00 AM

My Information

Name  
Luis Valdez

Phone Number  
2,135,035,698

Email  
lvaldez@coosom.lacounty.gov

Medical Sheltering Location  
Please select location.  
MLK Recuperative Care Ctr 1670 E. 120th Street, Los Angeles

Total Occupiable Units	Units Currently Occupied	Current Total Occupants	Current Date And Time Stamp	Please select location.	Day Of Count	Time of Count	Name	Phone No.
33	14	14	Apr 7, 2020, 7:17 AM	MLK Recuperative Care Ctr 1670 E. 120th Street, Los Angeles	Apr 7, 2020	7:00 AM (0700hrs)	Luis Valdez	2,135,035,698
96	1	1	Apr 7, 2020, 7:11 AM	Residence Inn - 2135 El Segundo Blvd, El Segundo	Apr 7, 2020	7:00 AM (0700hrs)	Luis Valdez	2,135,035,698
35	27	28	Apr 7, 2020, 7:00 AM	Sheraton Fairplex - 601 W. McKinley Ave, Pomona	Apr 7, 2020	7:00 AM (0700hrs)	Jim Christensen	9,094,890
50	28	31	Apr 7, 2020, 5:29 AM	Dockweiler RV Park - 12001 Vista Del Mar, Playa Del Rey	Apr 7, 2020	7:00 AM (0700hrs)	Sara Whiddon	6,264,075
40	34	35	Apr 7, 2020, 6:46 AM	Sherman Hotel -	Apr 7, 2020	7:00 AM (0700hrs)	Fernando Villaluna	6,269,407

1 of 60 selected

- Next, click on the Edit icon located near the top right-hand corner of the page (just above the Record's details that appears after completing step 3.4).



- Finally, proceed to fix erroneous numbers/data and click the Submit button at the bottom of the screen.

Editing

**Total Occupiable Units\***  
The total units onsite that can be supported/activated given current staffing and resources. This includes all usable units, both those that are filled with clients and those that are not but are available for use.

33

**Units Currently Occupied\***  
The total units currently in use by clients.

14

**Current Total Occupants\***  
The total clients currently onsite in units (because of potential for families, couples, etc., this may not be 1-to-1 with Units Currently Occupied).

14

Submit

#### 4. References

For assistance, please contact Rob Barreras of County Office of Emergency Management (OEM) (see contact lost above).